

Bill of Costs

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the Adversary number using the YY-NNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the Parties's names and adversary number are correct.
- ☐ Select **Bill of Costs** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 7.** The case verification screen displays.
- ☐ Click **Next**.
- STEP 8.** The **Docket Text: Final Text** screen displays.
- ☐ Click **Next**.
- STEP 9.** The **Notice of Electronic Filing** screen displays.